

RUTH RAI



PROFILE

To join an organization where I can employ my skills and expertise and attain a high level of performance. I have the right attitude to indisputably perform competently in any field of assignment that would be given to me and ability to work well with others.

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ashmitarayee894@gmail.com

Dubai, UAE

PROFILE

Date of Birth : 13/07/2000

Nationality : Nepalese

Sex : Female

Marital Status : Single

Visa Status : Employment

Passport No : 11892831

Issue Date : 03/03/2020

Expiry Date : 02/03/2030

LANGUAGE

- English
- Nepali (Mother Tongue)
- Hindi

WORK EXPERIENCE

Emirates General Petroleum Corporation- Dubai, UAE

Customer Services Assistant- September 2022 to till now

Tasks:

- Handled inbound customer calls, addressing inquiries and resolving complaints effectively.
- Processed customer orders, returns, and exchanges, ensuring accurate and timely fulfillment.
- Educated customers on product features and benefits to drive sales and improve customer satisfaction.
- Provided support to the sales team by identifying potential leads and upsell opportunities.
- Assisted in training new team members on customer service procedures and company policies.

Parbati Fancy Store- Nepal

Sales Girl-02 Years

Tasks:

- Handle cash register operations, including processing sales, returns, and exchanges efficiently.
- Assist in inventory management, including stock replenishment, product displays, and conducting regular inventory audits.
- Trained and mentored new staff, ensuring they were well-prepared to meet store standards and customer expectations.

EDUCATION

Higher Secondary Certificate-12th Class

SKILLS

- Excellent communication and interpersonal skills.
- Strong sales and negotiation abilities.
- Ability to work in a fast-paced environment and handle multiple tasks.
- Customer-oriented with a focus on building long-term relationships.

DECLARATION

I hereby declare that the above information is true and correct according to the best of my knowledge & My experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.